



JOHN McMAHON, SHERIFF



## **SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT**

### **CONCEALED WEAPONS LICENSE**

#### **APPLICANT INSTRUCTION – READ CAREFULLY**

**NOTICE! FAILURE TO COMPLY WITH ANY SECTION OF THESE INSTRUCTIONS WILL RESULT IN APPLICANT RESCHEDULING AN APPOINTMENT FOR INTERVIEW.**

#### **NO EXCEPTIONS!!!**

1. You must be a **full time** resident within the County of San Bernardino but outside of any incorporated city limits. (Exception: any Sheriff contracted city.)
2. If you live in a city within the county of San Bernardino where the Sheriff's Department does not provide law enforcement services, you must contact your local agency. If your current agency is not issuing CCW licenses you must first obtain a letter of denial stating their agency does not object to San Bernardino County Sheriff's Department issuing a CCW license under our guidelines.
3. Fill application out **completely (all pages)**, type or print in black ink legibly. (Attach police department authorization letter, if applicable.)
4. When all the above is complete, call Employee Resources Division at **(909) 387-3750** for an appointment for a CCW interview.

#### **YOU ARE REQUIRED TO BRING THE FOLLOWING ITEMS AND DOCUMENTS AT TIME OF INTERVIEW:**

A. **Complete all pages** in the CCW license application. **Do not sign** the application until you are asked to do so by the interviewer. Please complete all questions in Section 7.

B. Bring the following **originals**:

1. California Driver's License
2. County certified Birth Certificate or Naturalization papers/certificate
3. Utility bill with your name and service address
4. Current property tax bill, Grant Deed or Rental Agreement
5. Marriage certificate to verify name change, if applicable

**Please bring copies of the above documents along with the originals to the interview.**

## Page 2 – CONCEALED WEAPONS LICENSE APPLICATION

- C. Provide legal documentation/police reports pertaining to any law enforcement contact (example arrests, suspect or victim).
- D. **COPY** of your most recent utility bills (gas, water, electric or trash. We **will not accept** home phone bills or cell phone bills) **and** a copy of your deed with a parcel number or any other sufficient proof of **full time** residency within the County of San Bernardino as indicated on your application. Your name **must** appear on the utility bill, deed or rental agreement. **We will not accept** a month-to-month rental agreement. The agreement must have at least 9 months remaining to be acceptable.
- E. **COPY** of military discharge DD214 form, if applicable.
- F. **Two** separate **money orders**, made payable to the San Bernardino County Sheriff's Department (SBSD); **\$108.00** for fingerprinting, **\$29.20** for processing the background are required at the initial interview and **\$116.80** will be due when the permit is picked up. The total cost of the CCW Permit (not including range fees) is \$146.00
- G. Bring all weapons to be listed on the license (up to 3). **PLEASE NOTE: Make sure all weapons are unloaded and secured in a locked container! Do not bring any ammunition with weapons.**

## REQUIREMENTS FOR RENEWAL OF A CCW LICENSE

- Department of Justice renewal fee **\$52.00**
- San Bernardino County renewal fee **\$37.00**
- Weapons verification **on new weapons to be added only** (Bring to Headquarters to be verified).

## NEW TRAINING REQUIREMENTS

Due to amendments to Penal Code Sections 26165, it is now required that applicants for CCW's must attend a specified course of training prior to the issuance of a new license or renewal. Courses are provided through the San Bernardino County Sheriff's Department at the following cost:

- New license safety course - **\$100.00**
- Apple Valley Gun Club - **\$25.00 plus \$100.00**
- Renewal license safety course - **\$25.00**